Operations Section Chief

Home Study Training

Operations Section Chief (OSC)

The Operations Section Chief (OSC) is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests or releases resources; makes expedient changes to the Incident Action Plan as necessary; and reports such to the Incident Commander.

The OSC is a member of the Command and General Staffs, works very closely with the Planning Section Chief (PSC) and reports to the Incident Commander. If fully OSC qualified individuals are available to assist the OSC they are called "Deputy Operations Section Chiefs", individuals in training are referred to as "Assistant Operations Section Chiefs". CAP OSC's must be appropriately trained and credentialed in accordance with CAPR 60-3.

During SAR incidents, the OSC position may not be separately staffed. Subordinate positions such as the Air Operations Branch Director or Ground Branch Director, etc. may need to be filled at least part-time. The entire operations function ultimately must be performed, by the IC if no one else is available; or the PSC and OSC functions may be filled by the same single person.

The procedures, forms and tasks specified here apply whether an individual is filling only one role or several. During disaster incidents the OSC's role doesn't change significantly, except the workload may increase and be spread out throughout the operational period, rather than "surge" as it does during a SAR incident. Electronic aids such as the MMU can be used to assist the PSC and other staff functions, but users must become familiar with them before assignment.

The OSC is also responsible for providing certain information for preparing the Incident Action Plan (IAP) for the IC. For additional information on the IAP, refer to CAPR 60-3 para 8-10.

OSC Responsibilities Checklist:
a) Review Common Responsibilities (CAPR 60-3 para 8-12).
b) Review Unit Leader Responsibilities (ICS FOG page 1-3).
c) Develop operations portion of Incident Action Plan.
d) Brief and assign Operations Section personnel in accordance with Incident Action Plan.
e) Supervise Operations Section.
f) Determine need and request additional resources.
g) Review suggested list of resources to be released and initiate recommendation for release of resources.
h) Assemble and disassemble strike teams assigned to Operations Section.
i) Report information about special activities, events, and occurrences to Incident Commander.
j) Maintain Unit/Activity Log (CAWG F ICS 214).

All Incident OSC Roles and Responsibilities:

The OSC should maintain a unit log (CAWG F ICS 214) as a chronological record of all major milestones, decisions, problems, etc during the operational period. The Unit Log is forwarded to the follow-on OSC during the next operational period and is maintained in the mission paperwork at the conclusion of the incident.

Other specific forms used in the air operations or ground branches are discussed in the training for those specialties

Disaster Incident Specific Roles and Responsibilities:

In a disaster incident, the OSC will review disaster tasking with the PSC and IC and determine the best method for successfully accomplishing that task. The OSC then hands off the task to the appropriate branch (Air Operations Branch, Ground Branch) director, and that branch director tasks and manages specific resources such as aircrew or ground teams. The OSC should maintain a log (CAWG F 25, Disaster Task Summary), of the tasks being worked. If it is necessary to subdivide a task request from a requestor, the individual tasks retain the original number, with a letter suffix (A, B, etc) to provide a unique identifier.

If time allows, such as when preparing tasks for the next operational period, the PSC and OSC can begin filling out the CAWG F 104 or 109 with mission tasking as appropriate, and then the forms are completed by the responsible Ops section member when the resource is assigned and briefed. The PSC does NOT assign or monitor specific resources, the OSC and subordinates do. Since the PSC and OSC may have to assist each other, each should be aware of the other's roles and responsibilities. The PSC also acts as an interface with the requesting agencies to determine relative priority of tasks, report problems and completion, etc.

The individual task request numbers are maintained on the CAWG F 25, and the combined and subordinate individual task numbers are used on the CAWG F 25A, CAWG F 104 (Mission Flight Plan), CAWG F 109 (Ground Ops Assignment), etc. Copies of the CAWG F 25A's should be provided the OSC for tasking to the AOBD or GBD (if assigned), the PSC should maintain a master copy of all task requests. When text over radio systems are used, multiple part paper may be used to make copies, the last page of the multiple part set is retained at the printer as the master copy.

Working with the OSC and IC, the PSC is notified of any relevant information concerning the tasks – including the completion of the task. When the task is completed (or when significant portions of the task are completed) the PSC will notify the requesting agency via written message.

Normally in CAP the Communications Unit will be assigned to Operations. The OSC should request any specific comm resources needed, including equipment or personnel. The OSC should be somewhat familiar with communications procedures, described in the "Disaster Communications Procedures Checklist" and "Highbird and Operations Normal Mission Communications Procedures".

SAR Incident Specific Roles and Responsibilities:

During a SAR incident, the OSC is involved in the details of determining the specific areas to be searched within the guidelines offered by the OSC (if there is one). The PSC will provide general guidance on the areas to search, the OSC determines (with the branch directors) the best time and method for searching those areas. The OSC works with the PSC and IC in analyzing any mission intelligence to revise the IAP throughout the incident.

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Attachment 3 – Incident Log (Sample, actual size different)

Incident Log **CAWG ICS 214**	Incident Name / Number:	Incident Base:	Date Prepared:	Page of Pages
Incident Commander:		Prepared By (Print)		Duty:

Time (LCL)	Remarks

CAWG ICS 214 June 02

Status Boards (Laminated)
- ❑ Task Assignments (CAWG F 25)
- ❑ Area Map and/or Chart, copies in Planning, Ops, Staging
- ❑ Local Weather, copies in Planning, Ops, Staging, Comm
- ❑ Local Hazards, copies in Planning, Ops, Staging, Comm
- ❑ CAWG ICS Form 201 Incident Briefing, copies in Planning, Staging
- ❑ ICS Form 207 – Incident Organizational Chart, copies in Planning, Staging, Comm

Forms:
- ❑ CAWG F ICS 214 – Unit Log
- ❑ CAWG F ICS 201 – Incident Briefing
- ❑ CAWG F ICS 202 – Incident Objectives
- ❑ CAWG F ICS 203 – Organizational Assignment List
- ❑ ICS 204 – Assignment List
- ❑ CAWG F ICS 205 Communications Plan
- ❑ CAWG ICS 207 – Incident Organizational Chart
- ❑ CAWG F ICS 214 – Unit Log
- ❑ Message Forms or message book

Supplies –
- ❑ Adhesive labels
- ❑ Airport Guide
- ❑ Aviation Plotter
- ❑ Ball point pens (black)
- ❑ Calculator (recommend solar power)
- ❑ Clip boards
- ❑ County or area maps
- ❑ De Lorme Atlas (No Cal, So Cal)
- ❑ Drafting or Masking tape
- ❑ Flashlight with batteries
- ❑ Gridded Aeronautical Charts (laminated)
- ❑ Highlighters – 3 different colors
- ❑ Laminate board markers
- ❑ Laminated California Road Map
- ❑ Large permanent markers (sharpie)
- ❑ Magnifying glass (optional)
- ❑ Manila File Folders
- ❑ Mechanical pencils with erasers
- ❑ Paper Clips
- ❑ Poster Paper
- ❑ Post-It pads (2x2 minimum), various colors
- ❑ Push Pins
- ❑ Regs, in binder: CAPR 60-series, ICS Field Ops Guide
- ❑ Scissors
- ❑ Scotch Tape
- ❑ Small tape recorder, with batteries and tape, ready to go
- ❑ Staple Remover
- ❑ Stapler and Staples
- ❑ Straight Edge (18")
- ❑ White Board Markers

Attachment 6. Valuable Links for the OSC:

FireScope ICS publications:	http://firescope.oes.ca.gov/
CAP Regulations:	http://www.capnhq.gov/documents/webregulations/pubsweb.htm
CAP Forms:	http://mswg.cap.gov/capforms/capforms.html
California Wing publications:	http://www.cawg.cap.gov/html/Pubs/publicat.htm
California Weather Reports for the last 2 weeks:	http://wx.cawg.cap.gov